

Contractor Registration Fees

Please note that all fees associated with the Contractor Registration process are nonrefundable. Due to the amount of paperwork involved with this process, we require that all paperwork be returned to us as a single package.

- ❑ **Registration:** The fee for a contractor's initial registration is **\$125.00** per year for up to 3 years.
 - Processing time for a complete application is a minimum of 10 days. If your information is incomplete and/or erroneous, the entire packet may be returned for corrections. All resubmitted packets will begin the processing time again at day one.
- ❑ **Same Day Processing Service:** Same day Contractor Registration is now available for an additional **\$200.00** above the registration fee, late and/or reactivation fees. Part of the Contractor's Registration process requires Income Tax Department approval. In order to receive timely service, all Same Day Processing Service requests should be received by 1:00 p.m. of the date of application. Once approvals are obtained the registration will be issued and permits can be released.
- ❑ **Renewal:** A contractor may renew a registration, without penalty, any time during the 60-day period preceding the expiration date. Licenses can be renewed for up to three years at a cost of **\$125.00** per year.
- ❑ **Additional Fees:**
 - First time registration will be assessed a **\$75.00** late fee for any incomplete application that remains on file for over 120 days.
 - Renewal applications, or corrected documents requested by City Staff, submitted within 30 days after the expiration date of the existing registration license will be assessed a **\$75.00** late fee.
 - A Contractor Registration License not renewed within 30 days after the expiration date will require a reactivation fee of **\$125.00** a year. In addition, a **\$125.00** registration fee shall be due (minimum of one year renewal).
 - An OCILB contractor registration shall also include applicable prorated fees of **\$10.42** for each month remaining until the expiration date coincides with their State license expiration date.
- ❑ **Changes to an Issued Registration:** Mid-term changes to an existing, valid registration will be performed for a **\$75.00** fee. Changes shall include but not be limited to:
 - Reassignment of a registration
 - Add, change or substitute an insurance company
 - Addition/Deletion of authorized signatures
 - Add, change or delete an OCILB license holder